

INSTRUCTIONS IN APPLYING FOR A CHARITABLE SOLICITATION PERMIT

1. Fill out application forms in accordance with Passaic County Resolution R16 (9-22-98, attached for your reference) on Charitable Solicitations:
 - *Charitable Solicitation Permit Application Form, County of Passaic (1 pg)*
 - *Application for Permit to Solicit, Canvass or Survey, Borough of Hawthorne (3 pgs)*
2. Include a copy of organization's Certificate of Liability Insurance, naming Passaic County as an additional insured.
3. For clarification on the county form, you may contact the County Traffic Engineer at 973.881.4453.
4. Return the application package (no fee required) via email, fax, first class mail or hand deliver to the Borough Clerk at:

Borough of Hawthorne
445 Lafayette Avenue
Hawthorne, NJ 07506
Borough Clerk, Susan Witkowski: switkowski@hawthornenj.org
Deputy Borough Clerk, Lori DiBella: ldibella@hawthornenj.org
5. Allow at least 17 business days for processing of the approval.
6. Any questions, please contact the Borough Clerk's office at 973.427.1167.

ORIGINAL COPY
RETURN TO
FILE

9-22-98
R-16

RESOLUTION

WHEREAS, the Passaic County Board of Chosen Freeholders is desirous of establishing a written policy relating to County owned roadways and rights-of-way as to "Charitable Solicitations" occurring on same;

NOW THEREFORE BE IT RESOLVED by the Board of Chosen Freeholders that it hereby approves the following policy on the "Charitable Solicitation" occurring on Passaic County roadways and rights-of-way:

Charitable Solicitation on Roadways and Rights-of-ways

1: SCOPE

(a) Charitable organizations as defined in N.J.S.A. 45:17A-20 shall be permitted to solicit contributions on the various Passaic County roadways and rights-of-way, other than traffic circles or highway segments determined to be inappropriate by the Passaic County Engineer in the interest of public safety. Solicitation shall be permitted only at signalized intersections or when the existing traffic control device causes temporary interruption in the flow of normal traffic.

(b) To solicit contributions in the right-of-way, the charitable organization shall have approval in advance from the respective municipal governing body via ordinance.

(c) To obtain approval from Passaic County, the charitable organization shall obtain a "Charitable Solicitation Permit" from the County Engineer, subject to the terms and conditions specified herein;

2: DEFINITIONS

The following words and terms, when used in this chapter,

"Right-of-way" means county highway property and property rights, including easements, owned and controlled by the County of Passaic.

"Shoulder" means the portion of the roadway that lies between the edge of the traveled way and curb line, excluding auxiliary lanes.

"Traveled way" means the portion of the roadway provided for the movement of vehicles, exclusive of shoulders and auxiliary lanes.

3: GENERAL PROVISIONS AND RESTRICTIONS

(a) No person shall solicit charitable contributions on a Passaic County highway or intersection thereof without approval from the Passaic County Engineer, via the issuance of a "Charitable Solicitation Permit".

Such permit shall be in the possession of the solicitor during all times of solicitation and be available for inspection by local, county, and State police enforcement personnel.

(b) Charitable solicitation permits shall be granted only to charitable organizations soliciting for charitable purposes.

(c) Each person soliciting charitable contributions on behalf of the charitable organization shall be at least 18 years old.

(d) Solicitation shall be subject to the specific terms and conditions of each permit granted.

(e) Solicitation shall be permitted on Passaic County right-of-way, but is ***strongly*** encouraged to be off the traveled way.

(f) Solicitation shall not stop traffic or impede the flow of traffic. Traffic shall already be stopped before

accompanied by a sealed copy of a municipal ordinance authorizing the signing of the permit on behalf of the municipality by the local police chief or whoever is responsible for municipal police services. The permit must be signed by this person. The ordinance shall state that the municipality has consulted with its police chief, person or entity responsible for its police services and that this entity will be responsible for supervising the solicitation and enforcing the terms of the Charitable Solicitation Permit.

5: SAFETY CRITERIA

- (a) All solicitors shall wear safety vests that are in accordance with NJDOT standards.
- (b) Parking of vehicles shall comply with applicable traffic regulations. Passaic County recommends off-site parking.
- (c) Passaic County ***strongly*** recommends coin tosses using blankets located off the traveled way as the safest method of solicitation.
- (d) The solicitor shall not install any traffic control devices.

6: INDEMNIFICATION/PROOF OF INSURANCE

- (a) The charitable solicitation organization as a part of the application process must acknowledge that it has read and acknowledge the within policy expressed herein; more particularly:
 - (i) All charitable solicitation organizations that receive permits must agree to indemnify and hold the County harmless for any injuries or damages of any type which might be incurred as a result of the approved charitable solicitation operation.

Requested By: County Traffic
 Engineer 9-18-98
 Nicola R. DiDonna, County Administrator

Reviewed By:

9: UNAPPROVED APPLICATION/CRITERIA FOR DENIAL

- (a) Passaic County may deny a permit based on the following reasons:
1. To ensure that traffic flow is not unreasonably impeded, interrupted, or delayed;
 2. The design of the particular highway and/or intersection, turning movements, traffic densities, and/or speeds do not permit the safe interaction between the solicitor and vehicular traffic;
 3. The solicitation would interfere with construction activity; or
 4. To protect the public safety.
- (b) If the County denies a permit, the denial letter shall set forth the reasons for the denial. The County shall not unreasonably withhold approval.

10: VIOLATIONS

Any person guilty of violating a provision of this chapter shall be liable for a fine not to exceed \$100.00 for each day of such violation. Tickets shall be written by the State, county, or local policy against N.J.S.A. 39:4-60. The Terms and conditions of the within Resolution shall become effective immediately upon adoption.

Dated: September 22, 1998

JVC/meg

APPROVED AS TO FORM AND LEGALITY

BY William J. Pascrell, III
 WILLIAM J. PASCRELL, III
 COUNTY COUNSEL

DATE: 9-18-98

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs.	Res.	Sec.
CUCCINELLO	X					X	PORTER	X					
EAGLER	X						RUMANA	X					
GALLAGHER	X						SCOTT	X				X	
O'DONNELL							MECCA	X					

X - Indicates Vote Abs. - Absent N.V. - Not Voting
 Res. - Resolution Moved Sec. - Resolution Seconded



County of Passaic

Administration Building
401 Grand Street • Paterson, New Jersey 07505

Steven J. Edmond, P.E.
County Engineer

TEL: 973-881-4456
FAX: 973-742-3936
TDD: 973-279-9786

CHARITABLE SOLICITATION PERMIT APPLICATION FORM

Name of Organization _____

Contact Person _____ Phone _____

Signature _____

Mailing Address _____

Date(s) charitable solicitation is requested _____

Beginning Time _____ End Time _____

LOCATION OF PROPOSED CHARITABLE SOLICITATION

Municipality _____

Street _____

Intersecting Street _____

Specify which direction(s) of traffic will be affected _____

METHOD OF CHARITABLE SOLICITATION

Explain the proposed method of charitable solicitation:

APPROVAL GRANTED BY _____ Date _____

BOROUGH OF HAWTHORNE
APPLICATION FOR PERMIT TO SOLICIT, CANVASS OR SURVEY

1. Name of Applicant: _____
Address: _____

Cell Number: _____ Email Address: _____

2. If applicant is a corporation, association, church group or other organization which is not an individual person, set forth the name of the principal officer of applicant who will be responsible for all activities under the permit being applied for.

Name of Applicant _____

Address _____

Cell Number: _____ Email Address: _____

3. Type of Activity for which permit is requested (Check One)

- Soliciting Donations
 On Public Streets or Places (List on page 2)
 Door-to-Door
 Canisters or Receptacles
 Canvass or Survey
 Opinion Poll or Sampling
 Product Demonstration
 Other (Give short description)

4. List names and addresses of all persons who will engage in activities under permit. (List on page 3)

5. Give a short description of purpose, cause, benefit, or other reason for solicitation, canvass or survey, and the proposed disposition of any funds, goods or information received.

6. Date(s) Requested: Begin _____ End _____

Time of Day: Begin _____ End _____

NOTE: Public solicitations on streets or public places will not be approved for more than 9 Days (2 weekends), or at any time after 30 minutes prior to sunset. Public solicitation by canister or by receptacle will not be approved for more than 120 days. All door-to-door soliciting, canvassing or surveying will not be approved for more than 45 days or for times after 9:00 p.m.

*****SAFETY CRITERIA:** All solicitors shall wear safety vests labeled as meeting the ANSI 107-1999 standard performance, incorporated herein by reference as amended and supplemented, for Class 2 risk exposure. The ANSI standards are available at <http://webstore.ansi.org/>.***

I certify that the statements contained in the application are true. I understand that if any matter recited above changes during the effective period of the requested permit, I will report such change immediately to the Borough Clerk for amendment of this application. **I further certify that no person under the age of 18 years will be involved in this solicitation, canvass or survey.**

Date

Signature of Applicant or principal officer responsible

BOROUGH OF HAWTHORNE
SOLICITORS, CANVASSERS, SURVEYORS

Soliciting Donations on Public Streets or Places

Applicant Name

Anticipated Corner Locations:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

